

# Chapter 5: Reports Menu

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9/04

## Accessing Reports Menu

This section contains general instructions for accessing screens from the Reports Menu.

These sections contain an overview, detailed accessing instructions, and field definitions for each of the Reports Menu options:

- Roll Call for Panel
- Roll Call for Jury
- Yield of Qualified Jurors
- Service Report
- Permanently Excused Report
- Motion/Order to Show Cause
- Juror List Request
- Print Requested Labels

## Chapter Five -- REPORTS MENU

### ACCESSING REPORTS MENU

#### Overview

The Reports Menu (Figure 30) contains options to assist in the creation of Roll Call lists and user defined lists.

```

REPORTS                                Reports Menu
Level . :    2                                System:    OSMLANS

Select one of the following:

      1. Roll Call for Panel
      2. Roll Call for Jury

      4. Yield of Qualified Jurors
      5. Service Report - 600.1309
      6. Permanently Excused Report
      7. Motion/Order to Show Cause

     10. Juror List Request
     11. Print Requested Labels

     80. System Functions
     90. Sign Off

Selection or command                                Bottom
==> _____

F3=Major menu  F6=Msg  F8=Rev retrieve  F9=Retrieve  F10=Cmd entry  F24=More
  
```

Figure 30. Reports Menu

#### The Reports Menu

The Reports menu displays when option **20** is selected from the JIS Jury System Menu. The options can be accessed by entering the appropriate option number on the Selection or command line and pressing **[ENTER]**.

## ROLL CALL FOR PANEL

### Overview

The Roll Call for Panel option is used to create a list of jurors for one or many panels that can be used as a tool to determine attendance of jurors. This list can be used to validate and/or update the round trip mileage of the jurors. It can also be used as a sign-in sheet.

### Accessing the Screen

To access the Roll Call for Panel screen (Figure 31) type **1** in the Selection or command line and press **[ENTER]**.

```

JYGAPVK      ENTER                               2/27/04 15:44:12
                                         Roll Call for Panel

County: 76   Sanilac County

Juror Year:  2004/05
Court:       - - - -
Term:        - - - -
Panel:       - - - -

Case:        - - - - (optional)
Trial Date:  02/27/2004 (optional)

Select Jurors: N
List (1-4):  1   Sequence (A/N/B): -
                Spacing (1-3):  1

Print:  Mileage (Y/N): Y
        Address (Y/N): -
        Telephone (Y/N): -
        Empl/Occup (Y/N): -

F3=Exit   F4=Prompt
  
```

Figure 31. Roll Call for Panel Screen

Field Definitions

The Roll Call for Panel is generated by typing information in the following fields:

JUROR YEAR	Type the appropriate year from which jurors will be selected. The year will default to the value specified in the users security record.
COURT	Type the court designation (C=Court, D=District, P=Probate). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is location number (D-67- <u>1</u> , D-67- <u>2</u> ).
+TERM	Type the assigned term of the jurors.
+PANEL	Type the assigned panel of the jurors.
+CASE	Type the case number to which the prospective jurors may be assigned. This field is optional.
TRIAL DATE	Type the date of the trial. This field is optional, however, must be entered for the system to determine if jurors are excused.
SELECT JURORS	Type <b>Y</b> in this field when requesting option 1 to be entered on all jurors on the Juror Selection for Roll Call. The 1 can be removed if juror is not to be printed on the Roll Call list; example, juror is excused.  NOTE: If <b>N</b> is selected in this field, the Juror Selection for Roll Call screen will not display. The Roll Call list will automatically print and NOT include the excused jurors.
LIST (1-4)	Type a number from one through four in this field to indicate how many copies of the list are required.
SEQUENCE	Type <b>A</b> if requesting the Roll Call list in Name order, <b>N</b> in juror # order, or <b>B</b> for both.
SPACING (1-3)	Type a number from one through three to indicate how many spaces are to be between lines on the list.
PRINT MILEAGE (Y/N)	This field will default to "Y" and print the mileage on the Roll Call list. This is information that should NOT be given to attorneys.
ADDRESS (Y/N)	Type <b>Y</b> in this field if address is to print on the report. This is for court use only to verify address. Address information should

NOT be given to attorneys. Type **N** if the address is not to print on the report.

**TELEPHONE** Type **Y** in this field if the home and work telephone numbers are to print on the list. This is for court use only to verify telephone numbers. Telephone information should NOT be given to attorneys. Type **N** if the telephone is not to print on the report.

**EMPL/OCCUP** Type **Y** in this field if the employer/occupation field is to print on the list. Type **N** if this information is not to print on the report.

When the information has been entered in the required fields, press **[ENTER]**. A “CONFIRM Y(Y/N)” prompt will appear in the lower right corner of the display, press **[ENTER]** again and the request will be submitted.

JYGDPPFK		Roll Call for Panel by Name		3/02/04 13:26:36	
TONI					
Co: 76 Year: 2004/05		Court: C 24 1 Term:SPRG		Trial Date: _____	
Case: _____					
Juror#	Pnl	Exc	Name	System#	Round
[__]	1	A	MED SMITH,EMIL,JOHN	4	Trip ___
[__]	2	A	SMITH,JOHN,IVAN	20	___
[__]	3	A	SMITH,ELAINE,ELLEN	18	___
[__]	4	A	SMITH,LAWRENCE,PAUL	23	___
[__]	5	A	SMITH,ANGELA,JANE	13	___
[__]	6	A	SMITH,HOWARD,WILLIAM	31	___
[__]	7	A	SMITH,HARRY,FRANCIS	7	___
[__]	8	A	JONES,JUDITH,ANN	34	___
[__]	9	A	JONES,KATHIE,SUE	14	___
[__]	10	A	JONES,CLARENCE,	15	___

Figure 32. Roll Call for Panel

### Report Information

The Roll Call for Panel (Figure 32) provides the following information:

HEADER INFORMATION	Information at the top of the report includes title of the report, date and time the report was requested, county number, county name, jury year and page number.
JUROR#	The sequential number assigned to the juror at the time the juror is selected for a panel.
PNL	The assigned panel of the juror.
EXC	The excuse code if a juror has been excused for the time of the trial. The trial date on the Roll Call for Panel request screen must be entered for the system to determine if a juror is excused on that date.
NAME	The name of the juror in the format of last name, first name, middle name.
SYSTEM#	The sequential number assigned to the juror at the time the tape is requested from the Department of State's Office.
ROUND TRIP	The round trip mileage of the juror. The mileage only prints if it is entered into the system for the juror. Otherwise, the mileage may be hand written at roll call.

### HOW TO CREATE A ROLL CALL LIST

Use the following steps to create a roll call list:

1. Take Option 20. Reports from the JIS Jury System menu.
2. Take Option 1. Roll Call For Panel from the Reports menu.
3. The Roll Call For Panel prompt screen will display. Enter information in the following fields.
  - A. Year: the default year as entered in the user's setting.
  - B. Court: type the court, court number, court location ( C 24 1) of the panel to be selected. **[F4]** can be used in this field to prompt for valid court ID's and terms.

- C. Term: type the term of the panel to be selected. **[F4]** can be used in this field to prompt for valid terms.
  - D. Panel: type the panel that the list will be printed for. **[F4]** can be used in this field to prompt for valid panels.
  - E. Case: type the case number that the roll call list will be requested for. **[F4]** can be used in this field to prompt for valid cases.
  - F. Trial date: type the date of the trial the roll call list will be used for.
  - G. List(1-4): type the number of lists to be printed.
4. Press **[ENTER]** to print the list.
- OR -**
5. Take Option 2. Roll Call For Jury from the Report Menu.
6. The Roll Call For Jury screen will display. Enter information in the following fields:
- A) Court: Type the court, court number, court location ( C 24 1) to which selected jurors will be assigned. **[F4]** can be used in this field to prompt for valid court id's and terms.
  - B) Case: Type the case number that the Roll Call List will be requested for. **[F4]** can be used in this field to prompt for valid case numbers.
  - C) Trial Date: type the date of the trial the Roll Call List will be used for.
  - D) List(1-4): type the number of lists to be printed.

## ROLL CALL FOR JURY

### Overview

The Roll Call for Jury option is used to create a list of jurors for a trial that can be used as a tool to determine attendance of jurors. To generate this roll call list, jurors must be assigned a seat by using the Update Seat/Assignment option on the Juror Selection Menu.

### Accessing the Screen

To access the Roll Call for Jury screen (Figure 33) type **2** in the Selection or command line and press **[ENTER]**.

```

JYGLPVK    ENTER                               3/02/04 13:51:53
                                     Roll Call for Jury

County: 76  Sanilac County

          Court:  __  __  __
          Case:   _____
Trial Date:  _____

          List(1-4):  ____

F3=Exit    F4=Prompt
  
```

Figure 33. Roll Call for Jury

### Field Definitions

The Roll Call for Jury is generated by typing information in the following fields:

COURT	Type the court designation (C=Circuit, D=District, P=Probate). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is location number (D-67- <u>1</u> , D-67- <u>2</u> ).
+CASE	Type the case number of the trial.
TRIAL DATE	Type the date of the trial. This is an optional field.



**LIST (1-4)** Type a number from one through four in this field to indicate how many copies of the list are required.

When the information has been entered in the required fields, press **[ENTER]**. A “CONFIRM Y(Y/N)” prompt will appear in the lower right corner of the display, press **[ENTER]** again and the request will be submitted.

```

JYGMPPK                      Roll Call for Jury                      10/02/04  14:02:
TONI
Co: 76  Court: C 24  1  Trial Date: _____
Case: 04-2323-NI          JONES VS JOHNSON

      Seat Juror#  Name                      Jury    Round
      [ ]  A1     5  SMITH, ANGELA, JANE      Year    Trip    System#
      [ ]  A2     9  SMITH, KATHIE, SUE      2004/05  _____  13
      [ ]  1     12  SMITH, DONALD, ALBERT    2004/05  _____  14
      [ ]  2     1   SMITH, EMIL, JOHN      2004/05  _____  1
      [ ]  3     16  SMITH, PATRICIA, JOAN    2004/05  _____  4
      [ ]  4     7   JONES, HARRY, FRANCIS  2004/05  _____  6
      [ ]  5     13  DOE, FLORENCE, J                2004/05  _____  7
      [ ]  6     17  SMITH, BARBARA, KATHLEEN  2004/05  _____  8
Count:      8
** END OF REPORT **

Bottom
  
```

Figure 34. Roll Call for Jury

### Report Information

The Roll Call for Jury (Figure 34) provides the following information:

#### HEADER INFORMATION

Information at the top of the report includes title of the report, date and time the report was requested, county number, county name, jury year and page number.

SEAT	The seat number assigned to the juror.
JUROR#	The sequential number assigned to the juror at the time the juror is selected for a panel.
NAME	The name of the juror in the format of last name, first name, middle name.
YEAR	The appropriate juror year.
ROUND TRIP	Round trip mileage of the juror from their residence to the court location and back.

**SYSTEM#**      The sequential number assigned to the juror at the time the tape from the Department of State's Office is loaded.

## Yield of Qualified Jurors

### Overview

The Yield of Qualified Jurors option is used to create a report detailing juror qualification information. This report is typically run annually at the end of a jury year to determine that years qualification rate. This information can help determine the number of jurors needed for the upcoming jury year.

### Accessing the Screen

To access the Yield of Qualified Jurors screen type **4** on the Selection or command line on the Reports Menu screen and press **[ENTER]**.

JYLSPVK ENTER 12/09/04 14:17:15

Yield of Qualified Jurors

County: 76 SANILAC COUNTY

Jury Year: 2004/05

F3=Exit F4=Prompt

Yield of Qualified Juror screen

### Field Definitions

The Yield of Qualified Jurors report is generated by confirming the information in the following fields and pressing **[ENTER]**. A "CONFIRM Y(Y/N)" prompt will appear in the lower right corner of the display, press **[ENTER]** again and the request will be submitted.

COUNTY	The county in which the user is assigned.
JURY YEAR	The default jury year the user is assigned.

JYLXPFK	Yield of Qualified Jurors		1/06/04	15:28:13
ARLENA				1
County: 80 VANBUREN COUNTY		Year:2004/05		
Code	Description	YIELD	Count	
EXM	EXEMPT	4.0 %	120	
PEX	PERMANENTLY EXCUSED	.2 %	7	
QLF	QUALIFIED	9.4 %	282	
QST	QUESTIONNAIRE MAILED	.2 %	7	
SRV	SERVICE	.7 %	21	
SUM	SUMMONS	85.2 %	2556	
UQL	UNQUALIFIED	.2 %	7	
Total Jurors:		3000		
** END OF REPORT **				

## Yield of Qualified Jurors Report

Report Information

The Yield of Qualified Jurors provides the following information:

## HEADER INFORMATION

Information at the top of the report includes title of report, date and time the report was requested, user who requested the report, county number, county name, jury year and page number.

## CODE

Event code defined in the code table.

## DESCRIPTION

Description of the Event code.

## YIELD

Percentage of jurors meeting the code criteria.

## COUNT

Number of jurors meeting the code criteria.

## TOTAL JURORS

Total number of jurors selected for the jury year.

## SERVICE REPORT - 600.1309

### Overview

The Service Report option is used to create a report detailing the juror's last service date within the jury year, date range, or by court location. The report can be run by requesting detail or total number of jurors. It can print either in name or system number order. The report is based on jury statute 600.1309 which indicates the clerk of each court shall provide a list of persons who have served as jurors during the preceding year.

### Accessing the Screen

To access the Service Report screen, type **5** on the Selection or command line on the Reports Menu screen and press **[ENTER]**.

JYMEPVK    ENTER
1/18/04  
11:44:44

### Service Report

County:    29    CLINTON COUNTY

Year:       2004/05

Court:     C 29 01

Date:       \_\_\_\_\_ - \_\_\_\_\_

Total only (Y/N):    N

Sequence:            A

F3=Exit        F4=Prompt

Service Report screen

### Field Definitions

The Service Report is generated by confirming the information in the following fields and pressing **[ENTER]**. A "CONFIRM Y (Y/N)" prompt will appear in the lower right corner of the display, press **[ENTER]** again and the request will be submitted.

COUNTY    The county in which the user is assigned.

YEAR	The default jury year as defined in the user's set up.
COURT	The default court as defined in the user's set up. Leave blank for to generate a report with all court locations.
DATE	Enter inclusive dates desired for report. The date reflects the last service date of the juror.
TOTAL ONLY Y/N	Enter <b>Y</b> if total only is desired. Enter <b>N</b> if details are to be printed.
SEQUENCE	Type <b>A</b> to print report in Alphabetic order by name. Type <b>N</b> to print report in Numeric order by system number.

When the information has been entered in the required fields, press **[ENTER]**. A "CONFIRM Y (Y/N)" prompt will appear in the lower right corner of the display, press **[ENTER]** again and the request will be submitted.

JYMPFK  
ARLENA

Service Report by System#

5/31/04 10:59:34

1

County: 76 SANILAC COUNTY  
Year: 2004/05  
Date: 1/01/2004 - 5/01/2004

Court: C 24 1 24<sup>TH</sup> JUDICIAL CIRCUIT COURT

Syst#	Name	Court	Srv Dte	Jur#
8	SMITH,FREDERICK,HAROLD	C 24 1	3/14/2004	5
9	SMITH,RICHARD,ROY	C 24 1	2/11/2004	6
248	SMITH,WAYNE,EDWARD	C 24 1	3/20/2004	19
249	SMITH,SYLVIA,MARIE	C 24 1	3/20/2004	25
250	JONES,CONNIE,SUE	C 24 1	3/20/2004	27
252	JONES,CATHY,JUNE	C 24 1	3/20/2004	24
253	DOE,MICHELLE,DARLENE	C 24 1	3/20/2004	29
256	JONES,THEODORE,JOSEPH	C 24 1	3/20/2004	23
260	SMITH,BRIAN,FELIX	C 24 1	3/20/2004	26
261	SMITH,ALBERT,MICHAEL	C 24 1	3/20/2004	21
497	JONES,DAVID,ALLEN,JR	C 24 1	3/23/2004	1
500	SMITH,JANE,ANGILINE	C 24 1	1/19/2004	7
502	SMITH,JOHN	C 24 1	1/18/2004	9
503	DOE,MELISSA,KAY	C 24 1	1/17/2004	5

Total Jurors: 14

Service Report

### Report Information

The Service Report provides the following information:

#### HEADER INFORMATION

Information at the top of the report includes title of report, date and time report was requested, name of user requesting report, county number, county name, page number, jury year, date range if requested, and court.

**SYST#** The Sequential number assigned to the juror at the time the tape is requested from the Department of State's Office.

**NAME** The name of the juror in the format of last name, first name, middle name.

**COURT** The designation of the court the juror is assigned too.

**SRV DATE** The last date the juror served.

JUR#	The sequential number assigned to the juror at the time the juror is selected for a panel.
TOTAL JURORS	The total number of jurors listed on the report.



## PERMANENTLY EXCUSED REPORT

### Overview

The Permanently Excused Report is used to create a list of jurors who have been permanently excused and the reason based on the Excuse code entered. This report can be run by name or system number and for a jury year or date range. There is also an option to run the report showing totals only.

### Accessing the Screen

To access the Permanently Excused Report screen, type **6** in the Selection or command line and press **[ENTER]**.

JYLZPVK ENTER 1/10/04 15:12:46

Permanently Excused Report

County: 76 SANILAC COUNTY

Year: 2004/05

Date: \_\_\_\_\_ - \_\_\_\_\_

Total only (Y/N): N

Sequence: A

F3=Exit F4=Prompt

Permanently Excused Report screen

### Field Definitions

The Permanently Excused Report is generated by typing information in the following fields:

**+YEAR** Type the jury year of the permanently excused jurors desired. The year will default to the value specified in the users security record.

DATE	Enter inclusive dates desired for report. The date reflects the PEX Event date.
TOTAL ONLY (Y/N)	Enter <b>Y</b> if totals only is desired. Enter <b>N</b> if details are to be printed.
SEQUENCE	Type <b>A</b> to print report in Alphabetic order by name. Type <b>N</b> to print report in Numeric order by System number.

When the information has been entered in the required fields, press **[ENTER]**. A “CONFIRM Y(Y/N)” prompt will appear in the lower right corner of the display, press **[ENTER]** again and the request will be submitted.

JYL1PFK Permanently Excused Report by Name 5/12/04 9:25:37

ARLENA

County: 76 SANILAC COUNTY

Year: 2004/05

Sys#	Name	Event	Excuse	Evt Date
309	JONES,GWEN,MARIE	PEX	DCD	4/21/2004
313	SMITH,TAMI,RITA	PEX	DCD	4/21/2004

DCD Total: 2

307	JONES,ANN,DIANA	PEX	DIS	4/21/2004
311	SMITH,ANN,MARIE	PEX	DIS	4/21/2004
328	SMITH,ALLEN,GREG	PEX	DIS	4/21/2004
306	JONES,SUSAN,MARIE	PEX	DIS	4/21/2004
322	SMITH,ROBERT,JOHN	PEX	DIS	4/21/2004
321	SMITH,HANAH,JOY	PEX	DIS	4/21/2004
10	JONES,CHARLES,	PEX	DIS	4/21/2004
319	JONES,CHRISTOPHER,ALLEN	PEX	DIS	4/21/2004
324	SMITH,DONALD,STEVEN	PEX	DIS	4/21/2004
300	JONES,BRENDA,SUE	PEX	DIS	6/11/2004
310	SMITH,ALVAN,RICARDO	PEX	DIS	7/11/2004
314	SMITH,JOHN	PEX	DIS	4/21/2004
301	SMITH,VICTORIA,	PEX	DIS	4/21/2004
305	DOE,ANN	PEX	DIS	4/21/2004
304	DOE,GEORGE,ARNOLD	PEX	DIS	4/21/2004

DIS Total: 15

325	SMITH,REBECCA,SUE	PEX	MED	4/21/2004
-----	-------------------	-----	-----	-----------

MED Total: 1

318	DOE,SHARON,MAE	PEX	O70	4/21/2004
329	SMITH,CURTIS,JAMES	PEX	O70	4/21/2004
316	JONES,KELLY,ANNE	PEX	O70	4/21/2004
302	JONES,HEIDI,MARIE	PEX	O70	4/21/2004
326	SMITH,STEPHEN,	PEX	O70	4/21/2004
323	JONES,JOANNE,	PEX	O70	4/21/2004
330	SMITH,DAVID,LEE	PEX	O70	5/15/2004

O70 Total: 7

Report Total: 23

\*\* END OF REPORT \*\*

Permanently Excused Report by Name

Report Information

The Permanently Excused Report provides the following information:

## HEADER INFORMATION

Information at the top of the report includes title of report, date and time the report was requested, county number, county name, and page number.

## SYS#

The sequential number assigned to the juror at the time the tape is requested from the Department of State's Office.

## NAME

The name of the juror in the format of last name, first name, middle name.

## EVENT

The Event code(s) that are flagged to permanently excused.

## EXCUSE

The Excuse code used when permanently excusing a juror.

## EVT DATE

Date of the permanently excused event.

## TOTALS

A Total number will print at the end of each Excuse code with a Report Total at the bottom of the report.

## MOTION/ORDER TO SHOW CAUSE

### Overview

The Motion/Order to Show Cause option is used to generate the MC230 form. This can be selected for one or more jurors when they fail to appear for jury duty.

### Accessing the Screen

To access the Order to Show Cause screen, type **7** on the Selection or command line and press **[ENTER]**.

JYR5PVK ENTER

3/31/04 14:05:59

### Order To Show Cause

County: 76 SANILAC COUNTY

Year: 2003/04 Status: \_\_\_ Court: \_\_\_ Term: \_\_\_ Panel: \_\_\_

Case #: \_\_\_\_\_

1. I am interested in this matter as \_\_\_\_\_.

2. \*name\* has not complied with an order dated \_\_\_\_\_  
by failing to: \_\_\_\_\_

4. You are ordered to appear before this court on:  
Date (MMDDYYYY) \_\_\_\_\_ Time (HHMM) \_\_\_\_\_ (A/P) \_m.  
other: \_\_\_\_\_

6. A copy of this must be served \_\_ personally \_\_ by mail  
on the person ordered to appear at least \_\_ days before the hearing.

Mailing date: \_\_\_\_\_ Clerk: \_\_\_\_\_  
Judge: \_\_\_\_\_ Bar no.: \_\_\_\_\_

F3=Exit F4=Prompt

Sample Order To Show Cause screen

Field Definitions

The Motion/Order to Show Cause form is generated by typing information in the following fields:

**JURY YEAR** Type the appropriate year from which juror(s) will be selected to receive an Order to Show Cause. The year will default to the value specified in the user's security record.

Fields used to filter the list

**STATUS** Enter a status such as QST. This will provide a list of jurors matching the status for which jurors may be selected to print a Motion and Order to Show Cause form. Leave blank for all statuses.

**COURT** Type the court designation (C=Circuit, D=District, P=Probate). This labeled field is followed by two unlabeled fields. The first unlabeled field is COURT NUMBER (circuit number, district number, probate number). The second unlabeled field is location number (D-67-1, D-67-2). Leave blank for all court locations.

**TERM** Type the assigned term of the juror(s). Leave blank for all terms.

**PANEL** Type the assigned panel of the juror(s). Leave blank for all panels.

Information for each Show Cause

**LINE 1.** Enter the title of the person signing this form. (ie: County Clerk)

**LINE 2.** Enter the date of the order and reason for show cause. (ie: ...failing to: Appear for Jury Duty). The jurors name will print in \*name\* area if order dated field is completed.

**APPEARANCE DATE** Enter the show cause date the juror is to appear in court. (Format = MMDDYYYY).

**APPEARANCE TIME** Enter the time of the show cause hearing. (Format = HHMM)

**A/P** Enter **a** for morning or **p** for afternoon.

**PERSONALLY** Enter **X** if the Order to Show Cause is served personally.

**BY MAIL** Enter **X** if the Order to Show Cause is served by mail.

DAYS      Enter the number of days before the hearing the Order must  
be served.

Press **[ENTER]** and the Juror Select - Order To Show Cause screen will appear. Enter **1** in the option field next to the juror(s) to receive the order. Once the necessary juror(s) have been selected, press **[ENTER]**. The order will print for each juror selected. An event and comment will also be added for each juror selected.

JYR6DFK DISPLAY
8/27/04 8:47:42

### Juror Select - Order To Show Cause

County: 76    Year: 2004/05  
 Status: QST    Court: \_ \_ \_    Term: \_\_\_\_    Panel:

Type options, press Enter.  
 1=Select

System#	Name	Sts	Crt	Term	Pnl	Jur #
—	6 SMITH,SAMUEL,JAMES	QST				
—	9 JONES,JEANETTE,MARY	QST				
—	14 SMITH,ELEANOR,ANNE	QST				
—	16 JONES,ANGELA,MICHELLE	QST				
—	17 SMITH,WAYNE,CAMILLE	QST				
—	18 SMITH,DOROTHY,ELIZABETH	QST				
—	21 JONES,ROBERT,HAROLD	QST				
—	22 DOE,JEFFREY,RICHARD	QST				
—	23 SMITH,RODA,A	QST				
—	24 JONES,ANN,	QST				
—	26 JONES,DAVID,LUCAS	QST				

More...

F3=Exit

Juror Select - Order To Show Cause screen



## Juror List Request

### Overview

The Juror List Request option is used to create user defined lists of jurors for a specific year, status, court, term, or panel. This option is often used to re-generate a report which was forgotten during selection, generate a second questionnaire mailing, and print thank you letters for a panel of jurors.

### Accessing the Screen

To access the Juror List Request Screen (Figure 35) type **10** in the Selection or command line and press **[ENTER]**.

```

JYFMPVK      ENTER                               7/29/04  9:56:34
                                     Juror List Request

County: 76  SANILAC COUNTY

      Jury Year: 2004/05
      Status: _____ Court: _ _ _ _ Term: _____ Panel: _____

      List (1-4): _____ Seq (A/N/B): _____ Spacing (1-3): _____ Total only (Y/N): _____
                                List Type: 1 (1=Term/Panel or 2=Questionnaire List)

      Letter: _____ Seq (A/N): _____ Letter Date: 7/29/2004

      Continuous Labels (1-4): _____ Sequence (A/N/B): _____ Barcodes(Y/N): N
      Laser Labels (1-4): _____ Sequence (A/N/B): _____ Barcodes(Y/N): Y Label #: _____
      Mailer (Y/N): _____ Sequence (A/N) : _____ Barcodes(Y/N): N
      Qualification Qst (Y/N): _____ Sequence (A/N) : _____ Barcodes(Y/N): Y
      Personal History Qst (Y/N): _____ Sequence (A/N) : _____

F3=Exit      F4=Prompt
  
```

Figure 35. Juror List Request Screen

### Field Definitions

The Juror List Request is generated by typing information in the following fields:

- +YEAR** Type the jury year from which the jurors were selected. The year will default to the value in the users security record.
- +STATUS** Type the status of the jurors to be selected for this report or leave blank for all status types.
- +COURT** Type the court designation, court number and location in this field to select the jurors that have been chosen to serve at this location. Leave blank for all court locations.

+TERM	Type the term code to select the jurors that have been chosen to serve for this term. Leave blank for all terms.
+PANEL	Type the panel code to select the jurors that have been chosen to serve on this panel. Leave blank for all panels.
LIST (1-4)	Type a number from one through four in this field to indicate the number of copies of the list required. Leave blank if a list is not needed. If the questionnaire process has already been completed prior to requesting the List, the status field <b>MUST</b> contain QST.
SEQUENCE (A/N/B)	Type <b>A</b> to print list in alphabetic order by juror name. Type <b>N</b> to print list in numeric order by system number. Type <b>B</b> to print two sets of labels, one in alphabetic order, the other in numeric order.
SPACING	Type 1, 2 or 3 in this field to select desired spacing between names on lists.
TOTAL ONLY	Type <b>Y</b> when only the Total number is desired on the term or panel list. Type <b>N</b> or leave blank to print entire report.
LIST TYPE	Type <b>1</b> when requesting the term or panel list or type <b>2</b> when requesting the questionnaire list.
+LETTER	Type the letter designation code to be sent to the selected jurors. If a letter is requested, an event will be created for the juror indicating that a letter has been generated. Press <b>F4</b> to prompt and select a letter.
LETTER DATE	Enter the date to be printed on the letter. Field will default to current date.
CONTINUOUS LABELS (1-4)	Type a number from one through four in this field to indicate the number of copies of the labels required. Leave blank if labels are not needed. If questionnaire list is run prior to and separate from labels, the status field <b>MUST</b> contain QST.
SEQUENCE (A/N/B)	Type <b>A</b> to print labels in alphabetic order by juror name. Type <b>N</b> to print labels in numeric order by system number. Type <b>B</b> to print two sets of labels, one in alphabetic order, the other in numeric order.

BARCODES(Y/N)	Enter <b>Y</b> to print system number with bar codes or <b>N</b> to print system number without bar codes. This field defaults to <b>Y</b> if the user's printer is setup for bar coding.
LASER LABELS	Type <b>Y</b> for Laser labels or type <b>N</b> or leave blank when laser labels are not needed. If questionnaire list is run prior to and separate from labels, the status field <b>MUST</b> contain QST.
SEQUENCE (A/N)	Type <b>A</b> to print labels in alphabetic order by juror name. Type <b>N</b> to print labels in numeric order by system number.
BARCODES(Y/N)	Enter <b>Y</b> to print system number with bar codes or <b>N</b> to print system number without bar codes. This field defaults to <b>Y</b> if the user's printer is setup for bar coding.
LABEL #	When using a partial sheet of labels, indicate the starting label number. The starting label number is determined by counting the empty labels from left to right, then top to bottom.
MAILER (Y/N)	This option is used if mailers need to be sent a subsequent time. Example: No response from first questionnaire mailer. Enter <b>Y</b> in this field when requesting mailer. NOTE: Status field <b>MUST</b> contain QST.
SEQUENCE (A/N)	Type <b>A</b> to print mailers in alphabetic order by juror name. Type <b>N</b> to print mailers in numeric order by system number.
BARCODES(Y/N)	Enter <b>Y</b> to print system number with bar codes or <b>N</b> to print system number without bar codes. This field defaults to <b>Y</b> if the user's printer is setup for bar coding.
QUALIFICATION QST (Y/N)	This option is used if the Qualification Questionnaires need to be sent a subsequent time. Example: No response from first questionnaire mailer. Enter <b>Y</b> in this field when requesting Qualification QST. NOTE: Status field <b>MUST</b> contain QST.
SEQUENCE (A/N)	Type <b>A</b> to print qualification questionnaires in alphabetic order by juror name. Type <b>N</b> to print questionnaires in numeric order by system number.
BARCODES(Y/N)	Enter <b>Y</b> to print system number with bar codes or <b>N</b> to print system number without bar codes. This field defaults to <b>Y</b> if the user's printer is setup for bar coding.

**PERSONAL HISTORY****QST (Y/N)**

This option is used if the Personal History Questionnaires need to be sent a subsequent time. Example: No response from the first questionnaire mailing. Enter **Y** in this field when requesting Personal History QST. NOTE: Status field **MUST** contain QST.

**SEQUENCE (A/N)**

Type **A** to print letters in alphabetic order by juror name. Type **N** to print letters in numeric order by system number.

**NOTE:** Upon selecting a Qualification Questionnaire, the user will be required to enter Y or N for the Personal History Questionnaire. If Y is selected for the Personal History Questionnaire, the A/N sequence will default to the sequence selected for the Qualification Questionnaire. From the Juror List Request screen, the Personal History Questionnaire can be printed with or without the Qualification Questionnaire. If printing the Personal History Questionnaire only, the A/N sequence **MUST** be selected. When printing both forms simultaneously, the forms will be collated. This is due to most courts not having duplex printing availability. Also, when a sample QST is selected from the Questionnaire Mailing screen, a sample Personal History Questionnaire will print as well as the Qualification Questionnaire.

JYD0PFK TONI	Juror List				7/30/04	13:49:57	1
JUROR LIST REQUEST							
County: 76 Sanilac County				Year: 2004/05			
Sys#	Name	Juror#	Address	City	Home Telephone	Work Telephone	Ext Prv Asn
4	SMITH,BRENT,ALAN	1	123 ANYSTREET	PALMS	111-111-1111	222-222-2222	
20	JONES,MARK,JOHN	26	123 ANYSTREET	SANDUSKY	333-333-3333	444-444-4444	
18	JONES,ANNA,MAY	15	123 ANYSTREET	MARLETTE	555-555-5555	555-555-5555	
23	SMITH,MARY,ANN	7	123 ANYSTREET	SANDUSKY	666-666-6666	666-666-6666	
** END OF REPORT **							

Figure 36. Juror List

Report Information

The Juror List (Figure 36) provides the following information for all jurors in the report:

## HEADER INFORMATION

Information at the top of the report includes title of report, date and time report was requested; county number, county name, jury year and page number.

## SYSTEM NUMBER

The number assigned to the juror at the beginning of the jury process.

## NAME

The name of the juror in the format of last name, first name, middle name.

## JUROR#

The sequential number assigned to the juror at the time the juror is selected for a panel.

## ADDRESS

The address of the juror.

## CITY

The city where the juror resides.

## ZIP

The zip code of the area where the juror resides.

## HOME TELEPHONE

The home telephone number of the juror.

## WORK TELEPHONE/EXT

The work telephone number and extension of the juror.

## PRV ASN

This field will not be used on this report.

## PRINT REQUESTED LABELS

### Overview

The Print Requested Labels option is used to create labels for mailings to jurors for items other than questionnaires or summons. This option will print labels for jurors that have had a "Y" entered in the label field on the Edit Event screen.

### Accessing the Screen

To access the Print Requested Labels Screen (Figure 37) type the **11** in the Selection or command line and press **[ENTER]**.

The screenshot shows a terminal-style interface for the 'Print Requested Labels' screen. At the top left, it displays 'JYHEPVK' and 'ENTER'. At the top right, it shows the date and time '3/03/04 9:27:20'. The title 'Print Requested Labels' is centered. Below the title, user information is displayed: 'User: ARLENA' (underlined) followed by 'ARLENA CRAVEN', 'County: 76' (underlined) followed by 'Sanilac County', and 'Year: 2004/05' (underlined). There are two main sections for label types. The first section is for 'Continuous Labels (1-4): \_' with 'Sequence (A/N/B): \_' and 'Barcodes: N' (underlined). Below this is '- OR -'. The second section is for 'Laser Labels (1-4): \_' with 'Sequence (A/N/B): \_' and 'Barcodes: Y' (underlined) followed by 'Label #: \_'. At the bottom, there are function key definitions: 'F3=Exit', 'F4=Prompt', and 'F21=Print Sample 1Up Label'.

Figure 37. Print Requested Labels Screen

### Field Definitions

The labels can be generated by pressing **[ENTER]** from the Print Requested Labels screen.

- |         |                                                                                                                                                                                                                              |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| +USER   | Enter the userid that requested the labels. The user defaults to the userid of the person signed onto the display session.                                                                                                   |
| +COUNTY | Enter the county to indicate which county's labels to print. The county defaults to the value in the user's security record. The county can be changed if the user has multi-county authority. Leave blank for all counties. |
| YEAR    | Enter the jury year to indicate which years' labels to print. The jury year defaults to the value specified in the users security record.                                                                                    |

CONTINUOUS LABELS	If using printer with continuous labels, type desired number of sets of labels, one through four. To test the alignment of the labels in the printer, press F21 to print a sample.
SEQUENCE	Type <b>A</b> to print labels in alphabetic order by juror name. Type <b>N</b> to print labels in numeric order by system number. Type <b>B</b> to print two sets of labels, one in alphabetic order, the other in numeric order.
BARCODES	Enter <b>Y</b> to print system number with bar codes or <b>N</b> to print system number without bar codes. This field defaults to <b>Y</b> if the user's printer is setup for bar coding.
LASER LABELS	If using a laser printer, type desired number of sets of labels, one through four.
SEQUENCE	Type <b>A</b> to print labels in alphabetic order by juror name. Type <b>N</b> to print labels in numeric order by system number. Type <b>B</b> to print two sets of labels, one in alphabetic order, the other in numeric order.
BARCODES	Enter <b>Y</b> to print system number with bar codes or <b>N</b> to print system number without bar codes. This field defaults to <b>Y</b> if the user's printer is setup for bar coding.
LABEL#	When using a partial sheet of labels, indicate the starting label number. The starting label number is determined by counting the empty labels from left to right, then top to bottom.
<u>Label Information</u>	The following fields are contained in the labels: System Number Name of Juror Address of Juror City, State, Zip Code of Juror